

Message Text

UNCLASSIFIED

PAGE 01 BAMA KO 02933 070851Z

10

ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 OMB-01 PER-03 /015 W

----- 112346

R 061726Z AUG 75

FM AMEMBASSY BAMA KO

TO SECSTATE WASHDC 1970

UNCLAS BAMA KO 2933

EO 11652: N/A

TAGS: AINF, OGEN, ML

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

FOLLOWING FILES ARE MAINTAINED (ROMAN NUMERALS REFER
TO THOSE IN PARA 7 OF REFTEL):

A. CONSULAR SECTION

- I. NAME, ADDRESS, OCCUPATION, FILE OF AMERICAN RESIDENTS
- II. NON-USG EMPLOYEES
- III. UNCLASSIFIED. DESCRIPTION SAME AS NUMBER I.

IV. UNKNOWN. LIST IS TO FACILITATE EMERGENCY
EVACUATION.

V. NON.

VI. RECORDS MAINTAINED IN HARD COPY SYSTEM
INDEXED BY NAME. ONLY VICE CONSUL HAS
ACCESS TO FILES. RECORD KEPT UNTIL PERSON
LEAVES MALI.

VII. ADMIN OFFICER.

VIII. NOT APPLICABLE.

B. ADMINISTRATIVE SECTION

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I. PERSONNEL FILE AND PAID VOUCHERS FILE

II. USG EMPLOYEES

III. IN PERSONNEL FILE:

COPIES OF PERSONNEL ACTIONS, TRAVEL
AUTHORIZATIONS, ALLOTMENTS OF PAY, DS-1042
PAYROLL CHANGE SLIP, DS-1490, ALLOWANCE
APPLICATION.

IN PAID VOUCHER FILE:

COPIES OF PAID NNANEL, REPRESENTATION, OFFICIAL
RESIDENCE EXPENSE VOUCHERS.

IV. 3 FAM AND 4 FAM. THE INFORMATION IS NOT SOLICITED.(1
MERELY COPIES OF ROUTINE ADMIN PAPERWORK USED
TO FACILITATE PRE-RATION OF ADMIN REPORTS
AND FS INSPECTORS' INQUIRIES.

V. NONE

VI. RECORDS MAINTAINED IN FILE FOLDERS BY NAME.
THE RECORDS ARE UNCLASSIFIED AND STORED IN
UNLOCKED FILE CABINETS. PERSONNEL RECORDS ARE
RETAINED FOR ONE YEAR FATER AMERICAN HAS LEFT
POST. FILE IS BURNED. VOUCHER COPIES ARE
RETAINED FOR THREE FISCAL YEARS, THEN BURNED.

VII. ADMIN OFFICER

VIII. NOT APPLICABLE

C. SECURITY FILES ARE KEPT BY CHRON DATE, NOT INDIVIDUAL
NAME.

D. EXECUTIVE OFFICE

I. EMPLOYEE EFFICIENCY REPORT

II. USG EMPLOYEES

III. TITLE IS SELF EXPLANATORY.
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IV. 3 FAM

V. NONE

VI. COPY IN SEALED ENVELOPE, INDIVIDUALLY BY NAME
OF EMPLOYEE, IN LOCKED SAFE ALONG WITH CLASSIFIED
MATERIAL. NO ONE IS PERMITTED ACCESS TO THE

REPORT OTHER THAN THE RATED, RATING, AND
REVIEWING OFFICER, THE AMBASSADOR, AND OF
NECESSITY THE AMERICAN SECRETARY WHO DOES THE
TYPING AND FILING. REPORTS RETAINED ONE
YEAR, THEN BURNED.

VII. AMBASSADOR AND DEPUTY CHIEF OF MISSION

VIII. NONE.
MASTERS

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 06 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975BAMAKO02933
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750272-0764
From: BAMAKO
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750875/aaaacoff.tel
Line Count: 125
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: buchant0
Review Comment: n/a
Review Content Flags:
Review Date: 18 DEC 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <08 MAR 2004 by buchant0>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN, ML
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006